

Request Form Details

Note This article is for BrightWork 365 Release Sep 2023 (v1.8) and newer.

Request Tabs

Request Details

The Request Details tab contains fields relevant to moving the request process forward as well as fields that will be copied over to the related new project that eventually gets created.

After the Requestor clicks the **Submit** switch on the Request Details tab, an email with request details will be sent to the Request Submitter, Approvals Coordinator and the nominated Approvers.

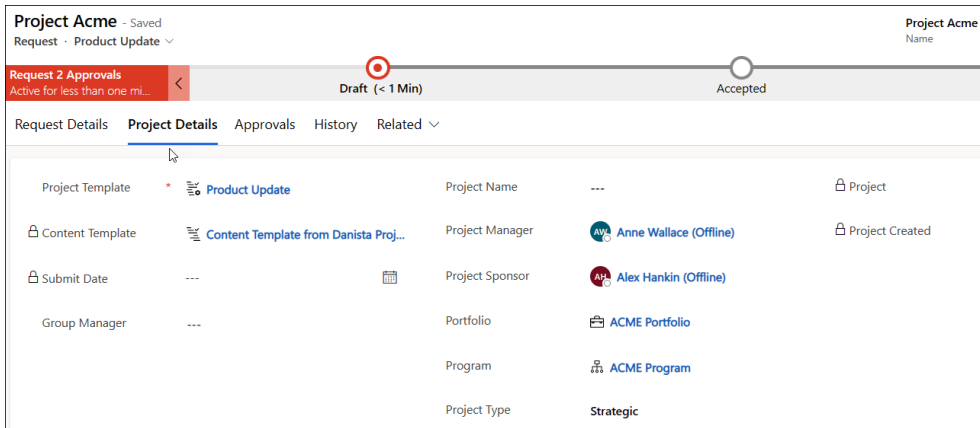
Request Reference	Req-003550	Project Description and Purpose	---	Out of Scope	---
Request Template	Product Update	Project Objectives	---	Support Project Type	---
Title	Project Acme	Economic Impact	---	Submit Request	<input type="checkbox"/> No

Project Details

The **Project Details** tab in Requests will be visible for users given the **BrightWork Team Member** security role.

The values for the following fields in Project Details can be specified in the Project Template and will automatically populate the corresponding columns in the Project Details tab of new Requests:

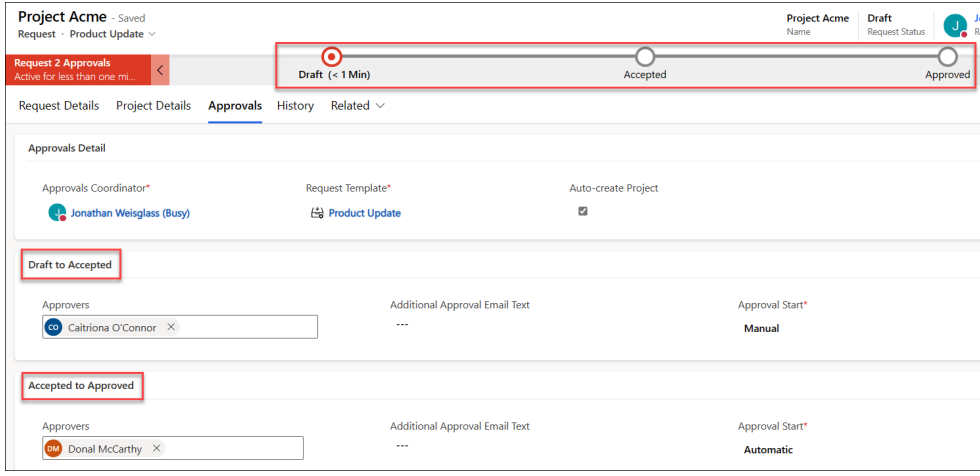
- Content Template
- Portfolio
- Program
- Project Manager
- Project Sponsor
- Project Type



Approvals

The **Approvals** tab in Requests will be visible for users given the **BrightWork Approvals Coordinator** security role.

Business Process Flow Stages are used to control the number of stages and the stage names in the approval sections of the Approvals tab. The default settings are controlled by the configuration that is set in **Templates Area | Request Templates**.



Approvals Coordinator

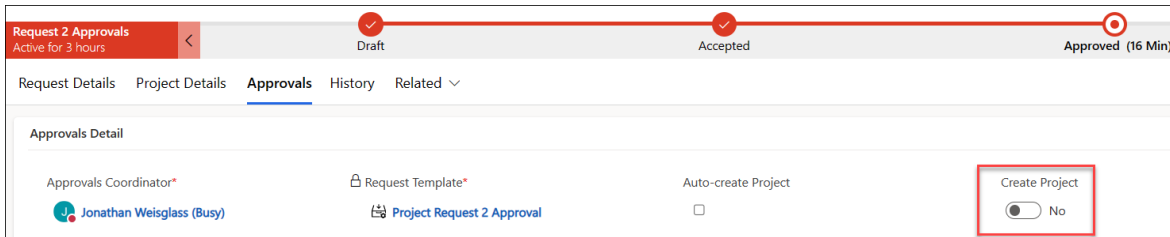
The Approvals Coordinator helps to keep the approval process moving along. The Approvals Coordinator field is a lookup field and security role. This user must be given the BrightWork Approvals Coordinator security role in addition to being selected as the Approvals Coordinator in the Request Template.

The Approvals Coordinator does not make approval decisions; all stage approvals are done by the nominated Approvers. The Approvals Coordinator also does not move the process from one stage to the next via the Business Process Flow; this must be done via approvals completed by the nominated Approvers.

The Approvals Coordinator will be sent approval related notifications.

Create Project

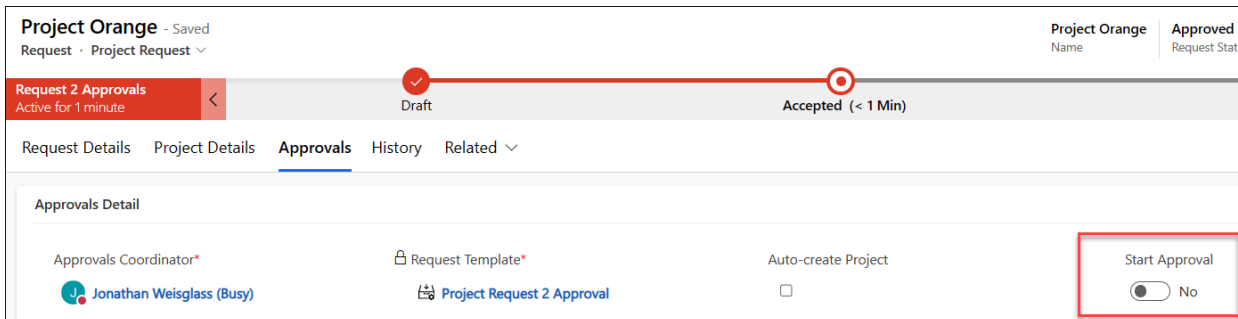
The **Create Project** toggle button will appear in the Approvals tab of a request that has been configured to not auto create projects. The Approvals Coordinator can toggle the button to create a project when the button becomes enabled.



Approval Start

If **Approval Start** is set to **Automatic**, the approval process starts as soon as the previous approval gets approved.

If **Approval Start** is set to **Manual**, the Approvals Coordinator gets notified that they have an approval to manually start after the previous approval gets approved, and the **Start Approval** button on the **Approvals** tab will become enabled.



History

The History tab displays a history of the approvals process.

Request 2 Approvals
Active for 24 hours



Draft (24 Hrs)

Accepted

Request Details Project Details Approvals **History** Related

<input type="checkbox"/>	Name	Stage	Outcome	Date	Comment
	Jonathan Weisglass	Draft to Accepted	Submitted	1/24/2023 8:42 ...	Request Submitted
	Anne Wallace	Draft to Accepted	Approve	1/24/2023 8:45 ...	
	Dan Bacon	Draft to Accepted	Approve	1/24/2023 8:47 ...	